



Formby

Village Tennis Club

Club Rules and Constitution

Revision 5.1 (last reviewed February 2020).

- 1) The Club shall be known as Formby Village Tennis Club, (hereinafter referred to as the Tennis Club), and shall be a Section of the Formby Village Sports Club Ltd.
- 2) Membership of the Tennis Club includes membership of the Formby Village Sports Club and implies acceptance of the Rules of Formby Village Sports Club Ltd and the Rules of the Tennis Club. A copy of both the Tennis Club and the Sports Club rules shall be held in the Clubhouse and on the Tennis Club website.
- 3) Membership of the Tennis Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The Tennis Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Tennis Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The Tennis Club Executive Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Tennis Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

- 4) The Tennis Club is not responsible for the property of members or visitors whilst on the Tennis Club premises.
- 5) The Tennis Club Rules can be altered by a majority vote of the members present and entitled to vote at:
 - a) an Extraordinary General Meeting
 - b) the Annual General Meeting

Provided in both cases above a written note of the proposed alteration has been received by the Secretary and posted on the Tennis Club notice board two weeks before the date of the meeting.

- 6) All members playing during general tennis club play should hang their name peg on the selection board. Sets are not allowed to be played without the players' names appearing on this board.
- 7) Tennis club play is not permitted on any court later than 15 minutes before any scheduled team match.

8) GRADES OF MEMBERSHIP

The grades of membership and the conditions pertaining to each are as follows. The age shown is the age of the member on the 1 January of that year.

Senior Member

Age 18 and over permitted to play all the hours the Tennis Club is open except from 5pm –7pm when juniors take precedence on Saturdays (summer season only).

Secondary Junior

School Years 7 -13: Permitted to play all the hours the Tennis Club is open except between 1pm - 5pm on Saturdays and after 6.45pm on Wednesdays. If special senior events are held on Bank holidays, then these events take priority over normal rules. The Executive Committee may invite a few Secondary Juniors to play during senior social events.

Primary Junior

School Years 3 –6: Permitted to play all the hours the Tennis Club is open until 7.30pm with the exception of Wednesday evenings 6.45pm and during the Senior tennis league season, (Monday – Friday inclusive), when the courts should be vacated by 6.45pm. They are also not permitted to play between 1pm and 5pm on Saturdays and must give way to Senior Tournaments.

Student Member

Students will pay the appropriate fee, enjoying the same rights as that of a senior member although they may not vote at meetings.

Weekday Member

Weekday members may play 8am–*6.45pm Monday to Friday. They may not vote at meetings. *(NB: Rule 7 will always apply.

Country Member

- a) Members residing outside a 50mile radius of Formby.
- b) They shall play no more than 12 times a year or will be deemed a full member.

Family Member

A family is to consist of a minimum of 3 people, at least one of which must be an adult and all children must be in school years 13 or below. All members of the family must be eligible to be a Tennis Club member in their own right. Exceptions to the above, e.g. single parent with only one child will be considered by the Executive Committee. A reduction of 5% shall be applied to each subscription of the family member.

Parent with Junior

The parent and junior may play within the format of Junior/Primary rules, (see above). The parent with pay a fee of £25 -a Sports Club fee will not apply, and they do not have a senior vote.

2nd Club Member

The 2nd Club Member will enjoy all aspects of membership but may not vote at meetings. (This category is for a 12-month trial period only from January 2020).

Other Playing Arrangements

- a) Secondary Juniors and Primary Juniors must always give way to seniors except on Saturday evenings between 5pm -7pm (summer season only).
- b) Floodlit play is only allowed for Secondary Juniors and Primary Juniors if a senior is available to supervise.
- c) The Tennis Club shall provide a notification to each new junior member and parent or guardian of such member of how to access the 'Tennis Club Child Protection Policy Statement' on the Club website.

9) APPLICATION FOR MEMBERSHIP

- a) All applications for membership must be made on the official application form provided.
- b) No applicant may be accepted into the Tennis Club who is in arrears of subscriptions following a prior period of membership unless these arrears are first paid.
- c) The Executive Committee may determine from time to time whether there are sufficient members in any grade of membership.

10) SUBSCRIPTIONS

- a) The annual subscription for each grade of membership shall be determined at the Annual General Meeting of the General Club.
- b) Recommendations for changes in the annual subscription for each grade of membership shall be determined at the Tennis Club AGM or EGM.
- c) All subscriptions are payable on the 1st January in every year, anyone joining after 1st August will pay a pro rata subscription plus the appropriate Sports Club fee. This arrangement only applies to the first year of membership.
- d) Except for the cases provided below, the Tennis Club AGM shall decide the additional amount to be added to subscriptions which are not paid promptly and the date when this additional amount shall be applied. The exceptions are: -

- i. The fees of all members under 18 years of age are payable before they can play at the Tennis Club and before a membership card is issued.
- ii. Applicants for membership other than for senior membership will not be confirmed as members until their subscription is paid.

e) A member in any grade of membership can apply to the Executive Committee, or the Executive Committee may issue an invitation to a member to play in a more senior grade. Acceptance of the application or invitation, and the payment of any additional subscription shall entitle that member to all the conditions of membership in the higher grade. Applications for a more senior grade of membership must be renewed annually.

f) The Executive Committee may temporarily or permanently terminate the membership of any member who they consider has not paid outstanding subscriptions within a reasonable time. The definition of “a reasonable time” will be determined by the Executive Committee.

g) Any member who has not paid outstanding subscriptions by the 28th February shall be deemed to have left the Tennis Club. The outstanding subscriptions shall remain due.

11) THE EXECUTIVE COMMITTEE

a) The Executive Committee shall be elected at the AGM and each person elected shall serve for two years.

b) The term of office of a newly elected Executive Committee commences from one AGM until the next but one.

c) Only Senior Members can be elected as full members of the Executive Committee.

d) The Executive Committee shall consist of:

Club Captain
Vice-Captain
General Secretary
Membership Secretary
Treasurer
Social Secretary
Junior Organiser
Junior Representative (non-voting)

In addition to these named officers there shall be four other members.

e) The Club Captain and Treasurer shall be the Trustees of the Tennis Club and shall be responsible for the equitable running of the Tennis Club and the prudent use of Tennis Club funds.

f) The Executive Committee may authorise any expenditure from Tennis Club funds necessary for the day to day running and maintenance of the Tennis Club provided that expenditure does not exceed the cash in hand resources of the Tennis Club. Additionally, the Executive Committee has the power to borrow money provided this is with the agreement of the Trustees. A maximum of £25,000 may be borrowed for improvements to the facilities provided the membership is kept fully

informed as to the purpose and feasibility of such a loan. Any loans above £25,000 must be subject to an Extraordinary Annual General Meeting.

g) Wherever possible there shall be five male members and five female members on the Executive Committee plus the Club Captain plus the junior representative.

h) The Executive Committee can co-opt members from any grade of membership for any period or for any reason it seems fit. Co-opted members are not entitled to vote at Committee Meetings.

i) The Executive Committee's interpretation of any Club Rule is final. Any items or issues that impact upon the club rules, LTA guidance or made by the committee, irrespective of the subject, must be discussed by the full committee or a quorum of 7 members if this is not possible, before decisions are made.

j) The Executive Committee may not alter the existing Tennis Club Rules without prior agreement of any Extraordinary General Meeting or an AGM, and these must be in line with Sports Club rules.

k) The Executive Committee is empowered to introduce any new Rule or condition which is not covered by the Tennis Club Rules necessary for the day to day running of the Tennis Club but these Rules or conditions must be agreed at the next AGM.

l) The Executive Committee shall meet at least once every two months during the whole calendar year.

m) Minutes of all Executive Committee Meetings shall be kept.

n) Any members may be elected in absentia to the Executive Committee at an AGM but only if that member has intimated a willingness to be elected to the person proposing.

o) Neither the Club Captain nor any named officer shall be eligible for re-election to that same position for two years after having held that position for two consecutive years unless they have, prior to the AGM, intimated to the Executive Committee their willingness to stand for re-election.

12) ANNUAL GENERAL MEETING

a) The Annual General Meeting shall be held during the month of January on a day to be decided at the previous AGM. It shall, however, be on a date preceding the AGM of the Sports Club Ltd.

b) Notice of the AGM shall be e-mailed/posted to all Tennis Club members at least fourteen days before the date it is to be held.

c) Failure to advise any member of the date and time of the AGM will not invalidate the holding of that meeting.

d) The quorum for any AGM shall be eighteen members.

e) Fully Paid Senior Members can only vote at the AGM but members in any other grades of membership are entitled to attend the Meeting.

f) Any motion before the Meeting shall be decided either by a show of hands or a secret ballot of those members present who are entitled to vote.

g) A Statement of Accounts shall be presented at each AGM

13) EXTRAORDINARY GENERAL MEETINGS

a) An Extraordinary General Meeting:

i. Can be called at any time by the Executive Committee with two weeks' notice being given to Tennis Club members.

ii. Must be called within two weeks of a written request from SIX or more FULLY PAID Senior Tennis Club members whose request must contain the reason for the request.

b) The failure to advise any member of the date and time of an Extraordinary General Meeting will not invalidate the holding of that Meeting.

c) The business conducted at any Extraordinary General Meeting shall be only that specific business for which the Meeting has been called.

d) The quorum at an Extraordinary General Meeting shall be fourteen members. In the event of that number not being present any motion to be put before a meeting shall be deemed not to have been carried except that if that motion shall be decided on a show of hands of those members present.

14) PLAY ON COURTS

a) The Executive Committee may close any courts for any period for whatever reason they see fit.

b) On any night a member of the Executive Committee shall be the sole judge of whether a court is fit for play except that:

i. On a Team Match Night this shall be the responsibility of the appropriate Team Captain.

ii. During the Tournaments this shall be the responsibility of the Tournament Referee.

c) Three balls only are allowed on each court. These are to be returned to the Clubhouse at the end of the session of play.

d) All sets during general Tennis Club play shall finish when one side has won SIX games.

e) If a Singles set is in progress when there are members waiting to play that set will finish at the end of a short set.

15) HOURS OF PLAY

- a) The Tennis Club is open for play between the hours of 8am and 10.45pm, Monday through to Sunday. The Tennis Club premises must be completely vacated by 11pm.
- b) On Sundays there should be no matches or tournaments involving visiting clubs, or the parking of cars in the car park, before 1pm.
- c) Notwithstanding the hours for which the Tennis Club is open for play, members in each grade of membership are limited to the playing hours relevant to that grade.
- d) The Tennis Club is closed on CHRISTMAS DAY and GOOD FRIDAY.
- e) The Executive Committee can restrict the hours of play to whatever period and for whatever reason they see fit.
- f) Pre-arranged play by Senior members can be arranged between the following times:

Saturday 12.30pm -1.30pm

Sunday 12pm –6pm + 8pm-10pm

The booking must be displayed on the notice board at least 6 hours before the requisite time. No more than 1 hour can be booked on any one day by the same senior member for social tennis.

16) DRESS

During play:

- a) Proprietary tennis shoes will always be worn. Trainers, ribbed or studded soled shoes are not allowed.
- b) Recognised tennis attire shall always be worn.
- c) During match warm up and colder weather full or part track suits may be worn.
- d) Any member of the Executive Committee has the authority to ask any member not complying with these rules to leave the court.

17) MEMBERSHIP CARDS

- a) Membership cards must be produced on demand to any member of the General Club Committee or any Tennis Club Executive Committee.
- b) Any person failing to produce a membership card on demand and who is not already signed in the Visitors Book can be asked to leave the Tennis Club premises immediately.
- c) Membership cards are not transferable.

18) VISITORS

- a) Visitors to the Tennis Club must be introduced by a member who will be responsible for that visitor knowing and accepting the Tennis Club Rules.
- b) The member is responsible for entering his/her name, together with their guests, in the Visitors Book. This entry indicates acceptance of the payment of a visitor's fee which will be added to the member's subscription in the subsequent year.
- c) No visitor may play at the Tennis Club more than twelve times in any season.
- d) The Executive Committee may bar any visitor from the Tennis Club without publishing the reason.
- e) The Visitors Fee shall be determined at the Tennis Club AGM.
- f) No person whose application for membership has been declined or who has been expelled from the Tennis Club shall be introduced as a visitor.

19) SELECTION COMMITTEE AND TEAM SELECTION

- a) The Selection Committee shall consist of the Team Captains together with a Chair of Selectors who shall be nominated by the Executive Committee.
- b) The selection of team members is the responsibility of the Selection Committee, but it must operate within the general principles decided by and issued in writing by the Executive Committee.
- c) The Selection Committee shall meet in each week, on a mutually agreed day, prior to any week in which matches are to be played.
- d) Team Selection sheets shall be displayed on the Notice Board as soon as possible after the selection meeting.
- e) If any member selected for a team has not indicated availability to play by marking the team selection sheet by Saturday night prior to the match, then that team player will automatically be assumed not to be playing and the reserve will play.
- f) Members in all grades of membership are eligible for Team Selection and team match practice sessions, providing their Subscription has been paid by 31st January that year.
- g) Match fees are payable by all Team members. The amount for each grade of membership shall be determined at the AGM.

20) TEAM CAPTAINS

- a) The Team Captains shall be nominated by the Chair of Selectors in conjunction with the Executive Committee prior to the commencement of each season.
- b) Team captains can be 'playing' or 'non-playing' Captains.

- c) A 'non-playing' Captain can be selected for any Tennis Club team.
- d) The Chair of Selectors and/or the Executive Committee can ask any Team Captain to relinquish that position if they are dissatisfied with the way the duties are being performed.

21) TOURNAMENTS

- a) The type of Tournaments and the period during which they shall be held will be decided at the AGM.
- b) A Tournament Referee shall be elected annually at the AGM. The Tournament Referee is not a member of the Executive Committee, but a member of the Executive Committee can be elected Tournament Referee and retain his/her place on the Executive Committee.
- c) The Tournament Committee shall consist of the Tournament Referee and the Team Captains.
- d) The Tournaments shall be played under the Tournament Rules published separately.
- e) Any alteration to the Tournament Rules must be agreed by the Executive committee.
- f) The Senior Tournaments shall be restricted to members playing in the Senior Section except that a member of another grade of membership may be invited to play by the Tournament Committee.
- g) The Executive Committee will invite certain Secondary Juniors and Primary Juniors to enter Senior Tournaments.
- h) The top named competitor(s) should offer 3 dates, sorting out any resulting problems with the Tournament Referee.
- i) All competitors must be available on the proposed Finals Days to enter the Tournament.
- j) Arrangements for inter-club tournament matches must be posted with at least one weeks' notice and an alternative date.

Junior Tournaments

- a) Junior aged members paying senior subscriptions are excluded from junior tournament entry.
- b) Junior members playing in the 4th division and above in the league teams are excluded from junior tournament entry.

22) JUNIOR CONDITIONS

- a) The Tennis Club shall maintain and display, on the Tennis Club website, the 'Tennis Club Child Protection Policy Statement'. The Tennis Club shall have a Child Protection Officer and, as deemed appropriate, an assistant who is responsible for young people. The Tennis Club shall provide a copy of the 'Tennis Club Child Protection Statement' to each new junior member and to a parent or guardian of such member, also a notification of how to access The Child Protection Policy statement on the website.

- b) No juniors can play table-tennis without senior supervision.
 - c) Junior visitors are permitted if accompanied by a member on Saturday club-nights.
 - d) Junior members of any age can play in senior teams.
 - e) Juniors will only be allowed in the Clubhouse without parental supervision if an 'Approved Responsible Volunteer', (see Rule 22(k) below), is present. In that event, the Approved Responsible Volunteer must, on leaving the premises, assume responsibility for the locking of the Clubhouse.
 - f) The Clubhouse will be locked after junior social play has finished on Saturday club nights.
 - g) Junior play on a Saturday club-night must be supervised by at least two seniors, one of whom is an Approved Responsible Volunteer (see Rule 22(k)).
 - h) Unaccompanied Primary Junior members are not expected to be on the premises after 6.45pm except for watching/playing matches.
 - i) Junior members will not be supervised for Saturday club-nights in the winter season and the clubhouse will not be open unless an Approved Responsible Person, (see Rule 22(k)), is present at the request of such juniors.
 - j) New juniors applying for senior membership should be vetted.
 - k) An Approved Responsible Volunteer is one who has signed the Tennis Club's Child Protection – Self Declaration Form and will thereby be subject to the Tennis Club's right to seek Disclosure and Barring Service (DBS) clearance disclosure. For this purpose, the Executive Committee will arrange for training of a nominated adult member and, as necessary, an assistant adult member to undertake DBS Training to become a Responsible Person for the purpose of disclosure. Such nominated individual(s) will be responsible for maintaining confidentiality by the Tennis Club within the DBS process.
- All members undertaking a 'regulated activity' as defined by the DBS legislation will be required to complete a self-declaration certificate and be subject to DBS scrutiny. The Committee may require any other Tennis Club member, who they consider may have unsupervised contact with juniors, to complete a self-declaration form.
- l) Photographs should not be taken on Tennis Club premises of any person under the age of 18 except with the approval of the parent or guardian of the child. The Executive Committee may invite parents or guardians to complete a 'photograph consent form' to allow the Tennis Club to take photographs and to enable the Tennis Club to use such in any publicity of the Tennis Club.

23) EXECUTIVE COMMITTEE DECISIONS

Executive Committee decisions are to be posted/e-mailed to enable all members to be aware of same.

Disciplinary Procedure

Infringements of Tennis Club rules coming to the attention of the Executive Committee shall be considered and dealt with by the Executive Committee in a manner considered to be appropriate to the circumstances.

In cases of infringement considered by the Executive Committee to be serious or persistent, the matter shall be investigated, and the Executive Committee shall then decide on an appropriate course of action. This may include giving verbal or written warnings to the member or members concerned and could lead to expulsion from the Tennis Club if such warnings are ignored.

REVISION HISTORY

Revision	Date	Details of changes	Reason for changes
5.1	Jun 2020	Style change into club branding.	Consistency.
5	Feb 2020	Club name change.	From AGM.
4	Feb 2020	Introduction of trial membership category.	From AGM.
3	Feb 2020	Rule 19 (f) – restricted members allowed to participate in match practice.	From AGM
2	Jan 2017	Rule 15 – Hours of Play (a) and (b) – updated.	To comply with new lease.
1	Jan 2016	AGM date amended to January.	To comply with FHTSC.

Changes made to this document: 06/06/2020